

MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
November 10, 2004
Ralph A. MacMullan Center
Higgins Lake, Michigan

Meeting noticed in accordance with Open Meetings Act, Public Act 267 of 1976.

Present

Carmine Palombo, Chairman
Eric Swanson, Member
Susan Mortel, Member
Steve Warren, Member
Frank Kelley, Commission Advisor

Aaron Hopper, Member
Bill McEntee, Member
Kirk Steudle, Member
Richard Deuell, Member

Absent

Thomas Wieczorek, Vice Chairman
Jerry Richards, Member

Staff Present

Rick Lilly, Bureau of Transportation Planning
Ron Vibbert, Bureau of Transportation Planning
Stacey Schafer, Bureau of Transportation Planning
Rob Surber, Center for Geographic Information

Call to Order

Chairman Palombo called the meeting to order at 8:05am.

Approval of the October 6, 2004 Council Minutes

Rick Lilly presented the [October 6, 2004 Council Minutes](#) for approval. Mr. Warren moved for the approval of the minutes as submitted; supported by Mr. Hopper. The minutes were unanimously approved.

Correspondence and Announcements

Mr. Lilly reported that the three new appointments for the Council, and Mr. Warren's re-appointment are on the November 18th agenda for the Transportation Commission. Once those appointments are approved there will be an orientation held for the new members.

Mr. Lilly also reported that there are only 150 copies of the Asset Management brochure left. Mr. Lilly asked if the Council would like to have 1000 more made, Mr. McEntee moved for approval and Mr. Deuell supported. 1000 more copies of the brochure will be printed.

Monthly Report

Mr. Lilly presented the monthly report. The year end billings are coming in. All but four of the MPO/RPA have submitted their final billings. The remaining MPO/RPA's have been notified to get their year end billings in or it will be charged to their '05 budget instead of '04 budget.

Pilot Projects have been submitted by 3 agencies. There are still four or five groups that are working on proposals. As soon as we get them all in, a formal approval of the projects will be determined by the Data Management Committee. The motion to allow the Data Management Committee to authorize the approval of the pilot projects and funding (keeping the Council informed) was made by Mr. McEntee; supported by Mr. Hopper. Motion was carried.

The Council was provided with the report of the Kalamazoo area PASER rating comparison from this year and last year. PASER rating did drop this last year, but they didn't drop significantly. They are dropping by only a point or so. A concern that we have had with the data collection before was the possibility that we might have been too generous last year. In Kalamazoo there does not appear to be a dramatic shift, so it could be attributable to the deterioration rate of a year. Their format gives us a new look at the data. They did a very good job on how they displayed this data.

Legislative issues were addressed. There are people starting to make phone calls to either the Council member or Mr. Lilly to pass information along to the Council on whether or not the Council is going to take positions on certain legislative issues. Mr. Lilly wanted to inform the Council that there are issues coming up that they need to consider. This will be addressed at a later date.

Update on Data Collection - Gil Chesbro

Mr. Chesbro reported that things are moving along nicely. 69 counties are done, and 89% of the centerline miles are done. Mr. Chesbro said that the data collection, however, will not be completed by the 15th of November, but things are moving along better than last year. There are fewer missing links this year, most everyone used RoadSoft this year. Mr. Chesbro hopes to have an analysis comparing this year and last year's data collection for the Council by the next meeting.

2005 Meeting Schedule - Rick Lilly

The 2005 TAMC Meeting Schedule was handed out to each of the Council members. The meetings will be held on the first Wednesday of every month at 1:00pm. At this point and time all of the meetings will be held at the Aeronautics

Building in Lansing. Mr. McEntee moved for approval of the dates; Mr. Hopper supported. Motion was carried.

Mr. McEntee requested that we have a posting outside of the Aeronautics Building about how to get into the building should a member forget their badge.

Data Reporting Process Proposal - Rick Lilly

The Data Management Committee is interested in developing an internet base reporting mechanism. This proposal indicates that the desire of the Council would be to develop a web based reporting system and that the committee would work with staff and the Center for Geographic Information (CGI) to develop the specific elements and the process and report back on January 5th about the status of this effort. Mr. Warren moved for approval; Mr. Hopper supported. The motion was approved.

Vendor Fair

It was the consensus of the Council that everything went very well over the course of this event and a lot of good things came out of this.

Mr. Steudle thought that GSI mapping capabilities needed to tie into what CGI has already done. We need a model that is web-enabled and ready for the future.

Mr. McEntee said that it will take at least 6 months to make a decision on what model to choose and another couple of months to review and set things up, we will not have anything up and running until this time next year. We will need to do some data gathering on work plans and work accomplishments during this time. The models that are flexible make it so we have a lot of work to do, anything that we can do to speed things up would be helpful. Mr. Lilly asked when putting together an RFP, would the Council want the companies to come in and address certain issues; this was something that the Council thought to be a good idea. Mr. Swanson said that the technology side of this is there. In terms of the vendors communicating in 6 months or 9 months, the works in the Council deciding those parameters on what the system ultimately produces as an end does not deal with technology limitations.

Mrs. Mortel said that it was attractive to be able to figure out the decision tree, but the Council needs to focus on one part at a time.

Mr. Warren said that the agreement with the vendor for whichever system or systems ultimately selected needs to allow Act 51 agencies, regions, and MPOs access to the system for some basic level of functionality. This would be in addition to a higher level of functionality provided to the Council for developing its strategic plan and recommendations to the Commission. The RFP should clearly state the Council's intent and relationship with these agencies.

Mr. Warren added that if the Council is envisioning a web-based solution for collecting information from these agencies, then the Council should provide valuable functionality in return. This may encompass the ability to access the system and view/download condition and investment data for their network.

Mr. McEntee addressed the data through PASER. The RFP needs to look at getting recommendation for cost effective additional information that the Council should be collecting, to make available, and to improve the output of the software.

It was thought that the Council may want to start putting together an RFP. The RFP approach needs to start with staff filling out the matrix so models are side by side. Secondly, staff consisting of Mr. Vibbert, Mr. Chesbro, and Mr. Surber needs to get instructions to begin to take some of these ideas and begin to put categories together to put in the RFP. A draft needs to be sent out for approval at the January meeting. We are going to have to go through DMB with the RFP to make sure we are not missing any steps; new processes have been set up with DIT that we need to follow. The Strategic Analysis Committee is going to make up a draft of the RFP; making contact with the full Council. Mr. Steudle moved for the authorization of the Strategic Analysis Committee to take the lead on the development of the RFP and report back to the Council, Mr. Hopper supported this motion. Motion was carried with the provision that the all Council members need to weigh in to all the e-mails that are sent out concerning this.

December Meeting

The Transportation Asset Management Council Meeting has been cancelled for the month of December. Mr. Chesbro still needs to e-mail information regarding the data collection comparison of this year and last year to the Council by December 1st.

Training Course

This activity would consist of developing a course aimed specifically at local units of government. The Council needs to develop a training course that takes some of the elements and theories from the National Highway Institute (NHI) course and modify them to be Michigan-specific. Mr. Steudle moved to direct staff to establish a best source contract with Cambridge Systematics (authors of the NHI materials); supported by Mr. McEntee. Motion was carried.

Public Comment

Bill Tansil suggested that we use this training program in teaching new employees and in the orientation of new Council members.

Adjournment

The meeting was adjourned at 9:10am.

Commission Advisor